

**Board of Visitors
for the
Department of Defense**

**WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION
(WHINSEC)**

A. OFFICIAL DESIGNATION

The Board of Visitors for the Western Hemisphere Institute for Security Cooperation (WHINSEC), hereinafter referred to as “the Board.”

B. OBJECTIVE AND SCOPE OF ACTIVITY

The Board is the principal, executive-level organization that provides oversight to WHINSEC. The Board will provide to DoD expert advice on the operations and management of the Institute. The Board will inquire into the curriculum, instruction, physical equipment, fiscal affairs and academic methods of the Institute and any other matters it decides to consider, or matters that the Secretary of Defense deems appropriate. The Board shall review the WHINSEC curriculum to determine whether it complies with applicable U.S. laws and regulations; is consistent with U.S. policy goals toward the Western Hemisphere; adheres to U.S. doctrine; and appropriately emphasizes human rights, the rule of law, due process, civilian control of the military and the role of the military in a democratic society.

C. MEMBERS AND COMMITTEE OFFICERS

COMPOSITION AND TERMS OF MEMBERSHIP

a. Composition. The thirteen-member Board shall be composed of two Members of the Senate (the Chair and Ranking Minority Member of the Armed Services Committee or their designees); two Members of the House of Representatives (the Chair and Ranking Minority Member of the Armed Services Committee or their designees); one person designated by the Secretary of State; the senior military officer responsible for training and education in the U.S. Army (or his designee); the Commander-in-Chief, U.S. Southern Command (or his designee) and six persons designated by the Secretary of Defense including, to the extent practicable, persons from academia, religious institutions and human rights communities. The Board will elect one of its members to act as the chair on an annual basis. The Board may be assisted by a group of subject matter experts serving as consultants to assist the Board in the execution of its activities. These consultants are designated at the request of the Board by the Secretary of the Army with the concurrence of the Secretary of Defense. The Board shall be assisted by an Executive Secretary and such other qualified military and civilian personnel as may be required in the administration of the activities of the Board. The Executive Secretary shall be a person who, with the concurrence of the Assistant Secretary of Defense (International Security Affairs) (ASD(ISA)) or his designee, is designated by the Secretary of the Army.

b. Tenure. Members designated by the Secretary of Defense and the Secretary of State will serve a term of two years, which may be extended to a second term of two years by the designating official. Appointments will be staggered, to the extent practicable, to avoid complete turnover of members at one time.

c. Function. The Board's duties are advisory and intended to assist the Secretary of Defense and the Secretary of the Army with their oversight responsibilities. Board members are encouraged to meet as often as their schedules permit and to visit the WHINSEC, providing their impressions and recommendations to the Institute's Director and senior DoD officials, as appropriate.

D. PERIOD OF TIME REQUIRED

The Board shall be established as a continuing advisory committee.

E. OFFICIAL OR SPONSORING PROPONENT TO WHOM THE COMMITTEE REPORTS

The Board shall function as an advisory committee to the Department, subject to the provisions of P.L. No. 106-398, Section 911, the Federal Advisory Committee Act, DoD Directive 5105.4, the "DoD Federal Advisory Committee Management Program," and other implementing OMB, GSA, and DoD directives governing Federal Advisory Committees. The Secretary of the Army or his representative, shall appoint designated federal officer(s) (DFO) or employee(s) to act in accordance with the Federal Advisory Committee Act (FACA). The DFO shall be authorized to adjourn any meetings when the DFO determines adjournment to be in the public interest. ASD(ISA) or his designee, who shall be at least at the Deputy Assistant Secretary level, shall oversee the Board, the DFO and Executive Agent functions for the Secretary of Defense.

The Board will provide a written report of its activities, views and recommendations pertaining to the Institute through the Secretary of the Army to the ASD (ISA) for submission to the Secretary of Defense not later than 60 days after adjournment of the annual meeting and as necessary upon occasion of other reports, findings or recommendations.

F. SUPPORT AGENCY

The Secretary of the Army (WHINSEC Executive Agent) shall be responsible for providing administrative support for operation of the Board. Administrative support is defined as budgeting, funding, fiscal control, manpower control and utilization, personnel administration, security administration, space, facilities, supplies and other administrative services.

G. DUTIES AND RESPONSIBILITIES

The Board's duties are advisory and intended to assist the DoD with oversight responsibilities. The Board will operate in accordance with the Federal Advisory Committee Act (FACA) less section 14 and shall not be compensated for their service except as provided for by law.

The Board may accept and use the services of voluntary and uncompensated advisers appropriate to the duties of the Board.

H. ESTIMATED ANNUAL OPERATING COSTS AND FTES

Operating costs are estimated at \$125,000 and the associated number of man-years is estimated to be 2.0 FTE.

I. NUMBER OF MEETINGS

The Board shall meet as frequently as necessary to accomplish its mission with the provision that a minimum of one formal meeting be held annually. The Board shall meet at such other times as may be called by the DFO.

J. TERMINATION DATE: February 1, 2004

K. DATE CHARTER FILED: February 1, 2002